

25X1

Approved For Release 2006/04/13 : CIA-RDP72-00039R000100140003-1

Approved For Release 2006/04/13 : CIA-RDP72-00039R000100140003-1

~~SECRET~~

DD/S&T 2773-69
15 July 1969

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Administrative Support Staff, DDS&T

THROUGH : DDS&T Records Management Officer

SUBJECT : DDS&T Records Management Assistance

REFERENCE : Memorandum to the CIA Records
Administration Officer, DDS&T
1061-69, dated 18 March 1969,
Subject: Assistance to the
Deputy Director for Science and
Technology

1. The micro-reduction of DDS&T records continued under TASK C, of the referent memorandum. The micro-filming of FMSAC Missile and Space Event Reports has been completed, and filming of the Office of Special Activities cables has begun. It is estimated that 125 cubic feet of OSA cables will be filmed and ultimately destroyed. The Office of Special Projects has negotiated for microfiche copies of contractor reports and papers, and has received an initial offering comparable to one, four-drawer safe of documentation. The space utility ratio is 144:1 measured in terms of cubic feet of storage required for microfiche as opposed to hard copy. Reference service potential and more efficient manpower utilization promises even greater benefits than space savings.

2. Major emphasis has been given to conducting a DDS&T-wide records inventory under TASK A 2, of the referent memorandum. The DDS&T/RMO was assisted in inventorying the records of the executive office of the DDS&T, SPINT Staff, OEL, and ORD. Briefings have been held and/or are scheduled in OEL, OSA, and FMSAC as to the objectives, and mechanics of the records inventory, so that component personnel can conduct the DD/S&T inventory in-house. Preliminary audits of current effective DDS&T Records Control Schedules have begun on the basis

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

SECRET

DD/S&T 2773-69
Page 2

SUBJECT: DDS&T Records Management Assistance

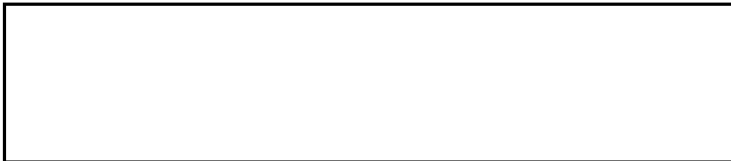
of inventories already completed. This work has begun
on TASK A 3, outlined in the referent memorandum.

25X1



CONCUR:

25X1



DD/S&T/RMO

7/16/69
Date

SECRET